



CITY OF NEWPORT CONTROL DESK RECEPTIONIST I

POSITION SUMMARY:

Provide prompt, courteous, and knowledgeable customer service to Recreation Center patrons, including answering questions in person and by phone, directing phone calls, selling passes, assisting with activity registrations and helping with room reservations. This is a non-exempt, part-time position with a starting pay of \$9.78 an hour.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency.

KNOWLEDGE: Knowledge of customer service and general office procedures.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

DESIRABLE QUALIFICATIONS:

First Aid/CPR/AED. Six months related work experience.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to sixty

pounds. Manual dexterity and coordination are required approximately 50% of the work period while operating equipment such as computers, keyboards, telephones, and standard office equipment.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov.

The position is open until filled.

The City of Newport is an EEO employer and veteran's preference provider.